



STATE OF ALABAMA

DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 11-X-2220375

REQ. AGENCY : 010017
FINANCE/TELECOMMUNICATIONS
AGENCY REQ. NO. :
T-NUMBER : TA791
DATE ISSUED : 08/20/10
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1444523
BUYER NAME : JENNIFER LORETZ

FOR: IT SECURITY ASSESSMENT,
CONSULTING & INTEGRATION SVS

BUYER PHONE NO. : (334) 242-7370-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 09/13/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 09/14/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE
ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO
REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

_____ DAY OF _____

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: _____

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

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INVITATION TO BID

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 07/15/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AWARD:

THE AWARD SHALL BE MADE TO MULTIPLE BIDDERS BY ACCEPTING THE THREE (3) LOWEST RESPONSIBLE BIDS FOR EACH LINE ITEM THAT MEET ALL SPECIFICATIONS. IN THE EVENT OF A TIE FOR THE THIRD LOWEST BIDDER MEETING ALL SPECIFICATIONS, THE STATE SHALL AWARD TO BOTH BIDDERS.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

THE HOURLY RATE PER LINE ITEM MAY BE INCREASED BY NO MORE THAN TWO PERCENT (2%) ABOVE THE PREVIOUS YEAR'S RATE FOR RENEWAL YEARS TWO THROUGH FIVE.

PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

REQUESTED INFORMATION:

ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) DAYS FROM RECEIPT OF REQUEST.

PRICE SHEET

VENDOR NAME :

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INVITATION TO BID

| LINE NO. | COMMODITY/SERVICE DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | EXTENDED AMOUNT |
|-----------------------------------|---|----------|------|------------|-----------------|
| UNLESS SPECIFIED OTHERWISE BELOW: | | | | | |
| SHIP TO: R1 / | | | | | |
| STATEWIDE | | | | | |
| 00001 | COMMODITY CODE: 964-26-000000 IT SECURITY ASSESSMENT, CONSULTING AND INTEGRATION SERVICES PROGRAM MANAGER - ISD 10-001 PER ATTACHED SPECIFICATIONS | 1 | HR | | |
| 00002 | COMMODITY CODE: 964-26-000000 IT SECURITY ASSESSMENT, CONSULTING AND INTEGRATION SERVICES PROGRAM MANAGER I - ISD 10-002 PER ATTACHED SPECIFICATIONS | 1 | HR | | |
| 00003 | COMMODITY CODE: 964-26-000000 IT SECURITY ASSESSMENT, CONSULTING AND INTEGRATION SERVICES PROGRAM MANAGER II - ISD 10-003 PER ATTACHED SPECIFICATIONS | 1 | HR | | |
| 00004 | COMMODITY CODE: 964-26-000000 IT SECURITY ASSESSMENT, CONSULTING AND INTEGRATION SERVICES IT SECURITY TECHNICIAN - ISD 10-004 PER ATTACHED SPECIFICATIONS | 1 | HR | | |
| 00005 | COMMODITY CODE: 964-26-000000 IT SECURITY ASSESSMENT, CONSULTING AND INTEGRATION SERVICES IT SECURITY SPECIALIST - ISD 10-005 PER ATTACHED SPECIFICATIONS | 1 | HR | | |
| 00006 | COMMODITY CODE: 964-26-000000 IT SECURITY ASSESSMENT, CONSULTING AND INTEGRATION SERVICES IT CONSULTANT I - ISD 10-006 PER ATTACHED SPECIFICATIONS | 1 | HR | | |
| 00007 | COMMODITY CODE: 964-26-000000 IT SECURITY ASSESSMENT, CONSULTING AND INTEGRATION SERVICES IT CONSULTANT II - ISD 10-007 PER ATTACHED SPECIFICATIONS | 1 | HR | | |
| PAGE TOTAL | | | | | |

PRICE SHEET

VENDOR NAME :

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INVITATION TO BID

| LINE NO. | COMMODITY/SERVICE DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | EXTENDED AMOUNT |
|----------|--|----------|------|------------|-----------------|
| 00008 | COMMODITY CODE: 964-26-000000 IT SECURITY ASSESSMENT, CONSULTING AND INTEGRATION SERVICES IT CONSULTANT III - ISD 10-008 PER ATTACHED SPECIFICATIONS | 1 | HR | | |
| 00009 | COMMODITY CODE: 964-26-000000 IT SECURITY ASSESSMENT, CONSULTING AND INTEGRATION SERVICES IT CONSULTANT IV - ISD 10-009 PER ATTACHED SPECIFICATIONS | 1 | HR | | |
| 00010 | COMMODITY CODE: 964-26-000000 IT SECURITY ASSESSMENT, CONSULTING AND INTEGRATION SERVICES LEAD IT CONSULTANT I - ISD 10-010 PER ATTACHED SPECIFICATIONS | 1 | HR | | |
| 00011 | COMMODITY CODE: 964-26-000000 IT SECURITY ASSESSMENT, CONSULTING AND INTEGRATION SERVICES LEAD IT CONSULTANT II - ISD 10-011 PER ATTACHED SPECIFICATIONS | 1 | HR | | |
| 00012 | COMMODITY CODE: 964-26-000000 IT SECURITY ASSESSMENT, CONSULTING AND INTEGRATION SERVICES LEAD IT CONSULTANT III - ISD 10-012 PER ATTACHED SPECIFICATIONS | 1 | HR | | |
| 00013 | COMMODITY CODE: 964-26-000000 IT SECURITY ASSESSMENT, CONSULTING AND INTEGRATION SERVICES LEAD IT CONSULTANT IV - ISD 10-013 PER ATTACHED SPECIFICATIONS | 1 | HR | | |
| 00014 | COMMODITY CODE: 964-26-000000 IT SECURITY ASSESSMENT, CONSULTING AND INTEGRATION SERVICES TECHNICAL WRITER - ISD 10-014 PER ATTACHED SPECIFICATIONS | 1 | HR | | |

PAGE TOTAL

BID TOTAL

**STATE OF ALABAMA
DEPARTMENT OF FINANCE
INFORMATION SERVICES DIVISION**

INVITATION TO BID FOR

**TEMPORARY PROFESSIONAL SERVICES
IT SECURITY ASSESSMENT, CONSULTING AND
INTEGRATION SERVICES**

SECTION I INTRODUCTION

I.1. Statement of Purpose: The State of Alabama, hereafter referred to as STATE, Department of Finance – Information Services Division (ISD) hereafter referred to as ISD, has established a need for a contract for Information Technology Security Assessment, Consulting and Integration Services hereafter referred to as Security Services only to be staffed as needed with outsourced IT Security Services personnel. The purpose of this Invitation to Bid (ITB) is to obtain competitive bids from interested vendors, for the purpose of establishing a Purchasing Contract (Contract Release Order – CRO and Statement of Work - SOW) for the levels of IT Security Services personnel specified in this ITB, with award to multiple vendors, for a period of one year from date of award to be used as necessary to fulfill the needs of ISD. ISD will have an option to issue up to four (4) additional 12 month renewals, with the same terms and conditions as the original. The hourly rates for the line items shown in this ITB may increase by no more than 2% above the previous year's rate for years 2 through 5. Additional contract renewals, if said option is exercised by ISD, would begin the day after the last contract term expires.

I.2. Scope of Services: This ITB solicits the temporary services of Security Services personnel that will work under guidance and direction of ISD. Multiple vendors will be required to support the unique technical compatibility and operational continuity necessary to provide a common information security strategy and vision. The goal is to provide a wide range of Security Services ranging from basic security policy development up to and including a multi-faceted automated enterprise management capability within the STATE infrastructure that supports all enterprise managed information systems. This ITB includes the operational specifications that will improve the ability of the STATE to secure the IT infrastructure. The STATE has an immediate need to establish this relationship to ensure continuity of support for IT Security Services. Specific task areas included in this ITB include, but are not necessarily limited to:

- a. Risk Assessment using NIST SP-800, ISO, and COBIT series of standards
- b. Security Policy development
- c. Security Standards development
- d. Enterprise Firewall architecture, product selection, deployment and management
- e. Enterprise Intrusion Detection System architecture, product selection, deployment and management to include host-Based and network-based components
- f. Telephony Security design and audit
- g. Enterprise Remote-Access VPN architecture, product selection, deployment and management
- h. Enterprise Bulk-Encryption architecture, product selection, deployment and management
- i. Wireless architecture, product selection, deployment and management
- j. Storage Area Network Security
- k. Business Process Analysis
- l. Computer Emergency Response Team (CERT) design, deployment and support
- m. Health Insurance Portability And Accountability Act (HIPPA) technical compliance
- n. Extranet design and policy development
- o. Professional Services for network monitoring, management and administration

- p.** Disaster recovery planning and implementation
- q.** Continuity of Government initiatives
- r.** Ongoing General Security Consulting as new industry trends evolve
- s.** Web application security assessment
- t.** Penetration testing
- u.** Network architecture assessment
- v.** Vulnerability Assessment of network devices, servers and workstations
- w.** Digital forensic support
- x.** Project management

SECTION II

General Information

II.1. ITB Contact Information: All questions concerning purchasing procedures related this ITB must be submitted in writing to the below.

NOTE: If sending correspondence by USPS overnight, FedEx, UPS or other overnight services use ZIP CODE 36104!

Jennifer Loretz, Buyer
State of Alabama, Department of Finance
Division of Purchasing
RSA Union, Suite 192
100 N. Union St.
Montgomery, AL 36130
E-mail: jennifer.loretz@purchasing.alabama.gov

All questions concerning line item requirements or special terms and conditions defined herein must be submitted in writing to:

Rick Boyce
Information Services Division
64 North Union Street, Room 212
Montgomery, Alabama 36130 - 2626
Email: rick.boyce@isd.alabama.gov

From the date of issuance of this ITB until the awards are made and announced all questions concerning this ITB shall be directed to the points of contact listed above. It is not permissible for any Bidder, or any entity working on behalf of a Bidder, to solicit information regarding this ITB from any government source (Federal or State) other than from the official points of contact listed above. Any unauthorized solicitations for information that are reported are grounds for disqualification of the Bidder's bid.

II.2. Incorrect Bid Information: If ISD determines that a Bidder has provided, for consideration in the evaluation or award process any false or incorrect information which the Bidder knew or should have known was materially incorrect, that bid shall be declared non-responsive, and the bid will be disqualified.

II.3. Quantity: The exact quantity of purchases for each line item on this solicitation is not known. ISD does not guarantee that the ISD will buy any amount. CRO will be placed by ISD as needed by ISD. Minimum order amounts are not applicable to this bid.

II.4. Proposal of Alternate Services: Bids of alternate services (i.e., bids that offer something different from that requested by the ITB) shall be declared non-responsive and be disqualified.

II.5. Insurance: Awarded Vendor is required to carry and to provide certificates of the following insurance coverage during the term of the contract:

II.5.1. Workmen's Compensation: Workmen's compensation as required by the laws of Alabama, the state in which the work is being performed.

II.5.2. General Liability and Property Damage: Comprehensive general liability and property damage insurance with bodily limits of \$300,000 per each occurrence and property damage limits of \$100,000 per each occurrence.

II.5.3. Failure to Provide Continuous Insurance Coverage: Should the CONTRACTOR fail to provide continuous insurance coverage as described above, the contract may be terminated.

II.5.4. Limited Liability: CONTRACTOR services hereunder shall be on a best efforts basis under CONTRACTORS' supervision except as provided for in Sections II.7.1 and II.7.2 respecting personal injury and property damage. ISD will not be liable for any direct, indirect, special, or consequential damages (including loss of profits) arising out of the performance of services by CONTRACTOR under this CONTRACT.

II.6. Conflict of Interest and Bid Restrictions:

II.6.1. Required Alabama Disclosure Statement: By submitting a bid, the Bidder certifies that no amount shall be paid directly or indirectly to an employee or official of the STATE as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Bidder in connection with the procurement under this ITB. Act 2001-955 requires the winning Bidder to submit an Alabama Disclosure Statement within ten days of award. Bidders may go to the site below to download a copy of the Alabama Disclosure Statement:

http://www.ago.state.al.us/ag_items.cfm?Item=70

II.6.2. ITB Amendment and Cancellation: ISD reserves the unilateral right to amend this ITB in writing at any time. ISD also reserves the right to cancel or reissue the ITB at its sole discretion. Any changes or modifications to this ITB will be made by a written addendum issued by the Department of Finance's Division of Purchasing. Bidders shall respond to the final written ITB and any exhibits, attachments, and amendments.

II.6.3. Contract Restrictions: The contract established as a result of award may only be used for acquisition of Temporary IT Security Services personnel as stated in this ITB. Use of this contract to provide positions, other than those specified may result in contract termination.

II.6.4. Disclosure of Bid Contents: Upon submission, all bids become the property of the STATE. Upon contract award, all information contained in the bids will become public information.

II.6.5. News Releases and Public Announcements: News releases or other public announcements pertaining to this acquisition may only be made with prior written consent and approval of text by the Finance Director of the State of Alabama.

II.7. Sufficient Appropriation: ISD relies on grants and federal funding for a significant portion of ISD's resources. Positions specified in the CRO may not be filled if federal funds have not been obtained. Any CRO order placed as a result of the ITB process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the CONTRACTOR. ISD's decision as to whether sufficient appropriations and authorizations are available will be accepted by the CONTRACTOR as final.

II.8. The STATE retains the right to reject any and all bids.

SECTION III

Bid Format and Content

III.1. Response Preparation and General Bid Format Requirements:

III.1.1. Bid Responses: All bid responses must be in the same numerical paragraph labeling, format and sequence as shown in this document.

III.1.2. Bid Preparation Costs: ISD will not pay any costs associated with the preparation, submittal, or presentation of any bid.

III.1.3. Response Submissions and Bid Format: The BIDDER must submit one original and two copies of their bid response. Each document must be signed and duly notarized. In addition to all other requested information, BIDDERS must submit three (3) soft copies of their bid proposal on CD or DVD media for use during bid evaluation. Bid must be in the same format and sequence as presented in this ITB. Bid responses must be clearly labeled to indicate the corresponding paragraph that the response is referring to. In specific sections of the bid where detailed responses are not requested, a response of “Read, understands and will comply” is an acceptable response. However, where applicable, the bid must contain a brief statement from the BIDDER in response to specific requirements (by paragraph I.1., I.2., etc.) describing how the BIDDER intends to meet the requirements of the Invitation to Bid. Failure to follow the specified format of the bid sheet, to label the responses correctly, or to address all of the requirements may, at the STATE’s discretion, result in the **disqualification of the Bid**.

III.1.4. Line item bids must be prepared in response to the General Statement of Work (Section VII) which is to the Bidder a straightforward and complete generic description of the various Security Services qualifications and expertise required of their personnel. Failure to follow the specified format of the bid sheet, to label the responses correctly, or to address all of the requirements may, at STATE’s discretion, result in the **disqualification of the Bid**.

III.1.5. Bids must not contain extraneous information. All information presented in a Bid must be relevant in response to a requirement of this ITB, must be clearly labeled. Any information not meeting these criteria shall be deemed extraneous and shall in no way contribute to the evaluation process.

SECTION IV

Evaluation process

IV.1. Bid Line Items: Bidders may choose to bid on all line items, however, Bidders must submit bids on a minimum of 10 out of the 14 line items listed in Table 1 below and meet all requirements listed in Section VII General Statement(s) of Work (SOW). The rates bid must be all inclusive including all expenses of providing that line item classification to ISD for an unspecified period of time.

Table 1
ISD Line Items

| Line Item | |
|------------------------|------------|
| Program Manager | ISD-10-001 |
| Project Manager I | ISD-10-002 |
| Project Manager II | ISD-10-003 |
| IT Security Technician | ISD-10-004 |
| IT Security Specialist | ISD-10-005 |
| IT Consultant I | ISD-10-006 |
| IT Consultant II | ISD-10-007 |
| IT Consultant III | ISD-10-008 |
| IT Consultant IV | ISD-10-009 |
| Lead IT Consultant I | ISD-10-010 |
| Lead IT Consultant II | ISD-10-011 |
| Lead IT Consultant III | ISD-10-012 |
| Lead IT Consultant IV | ISD-10-013 |
| Technical Writer | ISD-10-014 |

IV.2. Vendor Qualifications: All Bidders must comply with each of the following minimum qualifications. Bidders that fail to provide adequate documentation substantiating their assertion that they meet these requirements will be disqualified. Documentation may be in the form of company records such as Annual Reports, invoices, press releases, copies of business certifications or other such business related documentation.

1. Bidder must include documentation showing that the bidder grossed a profit from the sale of professional Security Services within the U.S., during the past three years.
2. Bidder must include an audited financial statement for the most recent fiscal year demonstrating a history of profitability and financial stability. (Bidder may submit financial information in a sealed envelope only to be opened at the time of bid evaluation)
3. Bidder must substantiate their company's current good standing as a reputable IT Security Services firm by providing documentation of any applicable IT Security Services credentials, certifications or partnerships. Examples of some of these professional affiliations are provided below. This is not intended to be a comprehensive listing and Bidders are not required to meet all of these affiliations, rather provide

documentation substantiating the bidder's legitimate business capabilities in the IT Security Services industry.

- a. Microsoft Gold Partner
 - b. Cisco Premier Partner
 - c. IBM Business Partner
 - d. Citrix Business Alliance Partner
 - e. Symantec Channel Partner
 - f. National Incident Management System (NIMS)
 - g. ISO 9001:2000 Certified
 - h. Certified Business Continuity Planner (CBCP)" certification
 - i. ITIL Certification
 - j. Any other nationally recognized IT Security Services credentials, certifications or partnerships as may be applicable
4. Bidder must demonstrate their technical and operational capability to meet ISD's operational specifications for both the emergency and routine Security Services.
 - a. Bidder must provide documentation supporting their ability to provide a four-hour on-site emergency response time staffed with Security Services personnel meeting the qualifications and operational specifications of Section VII General Statements of Work.
 - b. Bidder must provide documentation supporting their ability to provide a one week (five workdays) routine response time for day-to-day projects staffed with Security Services personnel meeting the qualifications and operational specifications of Section VII General Statements of Work.

IV.3. Specific IT Security Services Vendor Qualifications: All bidders must meet the following minimum experience qualifications. Bidders must substantiate their experience with documentation of when and where the bidder acquired the requisite experience.

1. Bidder must have a minimum of two (2) years experience in all of the following IT Security Services:
 - a. Business Process Analysis
 - b. Disaster recovery planning and implementation
 - c. Continuity of Government initiatives
 - d. Computer Emergency Response Team (CERT) design, deployment and support
 - e. Professional Services for network monitoring, management and administration
 - f. Web application security assessment
 - g. Penetration testing
 - h. Network architecture assessment
 - i. Digital forensic support
2. Bidder must have a minimum of Five (5) years experience in providing all of the following IT Security Services:
 - a. Security Policy and Standards development.
 - b. Risk Assessment using NIST SP-800, ISO, and COBIT series of standards
 - c. Enterprise Firewall architecture, product selection, deployment and management
 - d. Vulnerability Assessment of network devices, servers and workstations

- e. Enterprise Intrusion Detection System architecture, product selection, deployment and management to include host-Based and network-based components
 - f. Enterprise Remote-Access VPN architecture, product selection, deployment and management
 - g. Enterprise Bulk-Encryption architecture, product selection, deployment and management
 - h. Wireless architecture, product selection, deployment and management
3. Bidders' company must demonstrate that the company has sufficient government experience and a working knowledge of STATE security policies and procedures in providing IT Security Services to State Of Alabama agencies in order to fully satisfy the requirements presented in the Statement of Work
- a. Bidders' company must provide documentation substantiating a minimum of two years experience providing Security Services for STATE agencies
4. The potential implications of a security breach, including the loss or theft of the sensitive statewide data managed by ISD, warrants the highest degree of trust and confidence in our Security Services business partners. ISD requires that corporations entrusted to share in our sovereign obligation to protect this data must provide documentation that they meet the following requirements:
- a. Bidder's company must have employed at least one Security Services employee for a minimum of one year from the date of this ITB with a U.S. Secret Security Clearance available to support the requirements of this ITB as required.
 - b. Bidder must acknowledge in their bid response that all personnel performing Security Services under the terms and conditions of this ITB will comply with the following directives:
 - i. Alabama Computer Crime Act
 - ii. ISD Confidentiality And Compliance Commitment
 - iii. IT Information Security Policy and Standards, specifically Information Protection Policy 680-01.

IV.4. Security Services Bid Evaluation Requirements: The information required below, submitted by the Bidder, will be used in addition to pricing and other ITB response requirements during the evaluation process. The following are minimum requirements that must be met by bidder. **Bidder must include documentation substantiating these requirements.**

- 1. Bidder must include documentation showing that the bidder has demonstrated proficiency in providing Security Services and personnel as specified in Section VII. of this ITB.

IV.4.1. Government Agency Projects: Bidder must provide documentation for all Security Services projects where the bidder has provided professional Security Services to government agencies similar in size and scope to ISD during the past 3 years. Information provided must include:

1. Client Name, Address and Telephone Number.
2. Scope of the project.
3. Name of IT Security Services personnel.
4. Responsibilities of the IT Security Services personnel.
5. Length of project.
6. Project outcome to include if project requirements and timelines were satisfied.

IV.4.2. STATE Agency Projects: Bidder must provide documentation for all Security Services projects where the bidder has provided professional Security Services to STATE agencies during the past 3 years. Information provided must include:

1. Client Name, Address and Telephone Number.
2. Scope of the project.
3. Name of IT Security Services personnel.
4. Responsibilities of the IT Security Services personnel.
5. Length of project.
6. Project outcome to include if project requirements and timelines were satisfied.

IV.4.3. Network Infrastructure Technical Support: ISD delivers network services to the Alabama government enterprise, including distributed network transport, quality of service and security functions. Bidder must have demonstrated experience delivering technical support of a large enterprise network infrastructure including Cisco ASA and Firewall Services Module, Juniper SSL VPN and Cisco router configuration.

1. Vendor must provide at least one past performance document and reference contact information demonstrating successful experience delivering network infrastructure technical support, including problem identification, diagnosis, root cause analysis, impact analysis, and resolution in a hybrid Frame Relay / MPLS network of at least 1,000 WAN-connected sites.

IV.4.4. Web Application Security: The Governor's e-Government initiative delivers a user-friendly, transparent, and low-cost interaction for government-to-citizen, government-to-business, government-to-government and government-to-employee interactions.

OpenAlabama.gov places the state's checkbook online for all to see. By making formerly internal systems publicly accessible, ISD acknowledges that new risks are introduced including data leakage, vulnerability to cyber attacks and denials of service. The bidder must have demonstrated experience providing web application security services to similar enterprises including incident response, containment, forensics, security testing and vulnerability remediation.

1. Vendor must provide at least one past performance document and reference contact information demonstrating recent and relevant experience performing web application security and vulnerability testing, incident response following a compromise and implementation and maintenance of web application firewalls.

IV.4.5. Incident Management: The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. ISD considers familiarity with NIMS critical to standardized delivery of incident planning, response and management.

1. Vendor must provide resume and certification information of consultant that will deliver NIMS-standard and NIMS-related services to ISD. Consultant should have completed NIMS 100, 200 and 700 series training within the past three (3) years.

IV.4.6. Centralized Network Operations Center (NOC) support: ISD leverages economies of scale with its Centralized Network Operations Center (NOC). Bidder must have experience delivering operational and security support services to a distributed enterprise using the NOC as a focal point.

1. Vendor must provide at least one past performance document and reference contact information demonstrating successful experience supporting a centralized NOC function

IV.4.7. Server Virtualization: ISD is implementing server virtualization for its computing infrastructure. Bidder must demonstrate knowledge and past performance supporting virtualized computing environments, to include architecture, operations and security support.

1. Vendor must provide at least one past performance document and reference contact information demonstrating successful experience supporting virtualized computing environments, to include architecture, operations and security support.

IV.4.8. Encryption: The state is migrating the enterprise to support encryption of data at rest and data in motion as well as bulk encryption of network circuits. Bidder must demonstrate knowledge and past performance supporting encryption at the enterprise level, to include architecture, engineering and support.

1. Vendor must provide at least one past performance document and reference contact information demonstrating successful experience supporting encryption of (1) data at rest; (2) data in motion; and (3) bulk network encryption for an enterprise.

IV.4.9. Business Continuity Planning: ISD and constituent agencies are moving quickly to finalize its business continuity strategy. Bidder must provide evidence of successful STATE enterprise BCP projects. Personnel assigned to Continuity of Government Task Orders must possess "Certified Business Continuity Planner (CBCP)" certification.

1. Vendor must provide at least one (1) past performance citation of BCP project success similar in size and scope to a large STATE entity. Vendor must also provide client contact information.
2. Vendor shall provide resume of CBCP-certified consultant that will work tasks within the scope of this ITB.

IV.4.10. Past performance with NIST 800-30, 800-35, 800-53: ISD has standardized on the NIST 800 series documents for much of its security guidance. Bidder must demonstrate solid knowledge of the cited NIST standards, and provide evidence of past performance implementing them.

1. Vendor must provide at least three (3) past performance representations in the past 2 years against the subject NIST standards and provide current client reference contact information.

IV.4.11. ISO 9001:2000 certified: ISD embraces strong process management and improvement in all of its activities to ensure cost efficiency and continuity of its projects. Bidder must have the ISO 9001:2000 certification or similar quality certification.

1. Vendor must provide a copy of their current ISO 9001:2000 or similar Certification with their response.

IV.4.12. Certified Security Personnel: ISD considers certain security certifications as reliable benchmark for determining the qualifications of subject matter experts.

- CISSP for security
 - Certified Ethical Hacker (CEH)
1. Vendor must acknowledge in their bid response their agreement to assign a minimum of one (1) CISSP and one (1) CEH employee to this contract.

IV.5. In addition to the documentation stated above, the bidder must acknowledge in their bid response their agreement to abide by the following requirements if awarded the resulting contract:

1. Upon receipt of the CRO and SOW the awarded contractor must provide three (3) candidate resumes and Candidate Data Sheets (CDS) to ISD within 10 calendar days.
2. Must have the selected candidate available to commence work no later than 15 business days after notification of selection by ISD.
3. Bidder must require all candidates for Security Services to have been trained in, certified or been exposed to IT Security Services, vulnerabilities, principles and practices methodology prior to submittal of the candidate for any CRO/SOW issued by ISD.
4. Bidder will be responsible for the accuracy and completeness of duties in Security Services personnel work history of the candidates submitted.

SECTION V

General Terms and Conditions

V.1. Issuance of Contract Release Orders (CRO) and Statement of Work (SOW): ISD will initiate a CRO through STATE Purchasing to the appropriate CONTRACTOR for a specific line item (Security Services personnel). The CONTRACTOR will offer to the up to three (3) candidates as specified in the CRO and SOW that could match the requirements as specified. ISD reserves the right to interview any or all candidates submitted. After consideration of the qualifications of the candidate, ISD will notify the CONTRACTOR with a letter of acceptance of the candidate that meets all the qualifications of the CRO and SOW. If none of the candidates are acceptable ISD will request more candidates and the CONTRACTOR will respond accordingly by submitting more candidates with the Candidate Data Sheets (CDS) found in Attachment A. If CONTRACTOR is unable to offer an acceptable candidate, ISD will void the award of the ITB to CONTRACTOR and award to next lowest Bidder. If there is not one then the ISD may re-bid the CONTRACT.

V.2. ISD Contract and Contract Release Order Terms and Conditions: The CRO between ISD and the CONTRACTOR will follow the format specified by the STATE and contain the terms and conditions set forth in this ITB. The contents of this ITB, as revised and/or supplemented and the CONTRACTOR bid will be incorporated into and become part of the terms and conditions of any resulting CONTRACT and any duly issued CRO.

V.3. Candidate Data Sheet Information Review: The Candidate Data Sheets (CDS) (See Attachment A), submitted in response to a SOW, must be complete as requested and include sufficient detail information to indicate the candidate meets or exceeds every requirement as defined in the SOW. If the information on the CDS is incomplete or does not indicate the candidate meets or exceeds every requirement as defined on the SOW the candidate will be considered non-responsive and will be rejected. If the candidate appears to be qualified based on the information provided in the CDS, ISD may conduct a further validation of the CDS. If the validation of the CDS does not confirm the candidate meets or exceeds every requirement as defined on the SOW the candidate will be considered non-responsive and will be rejected. In the event that a Security Services specialist must be replaced, that replacement individual must meet the same criteria as the original employee, thereby ensuring that the original employee is replaced with another employee with commensurate experience and qualifications.

V.4. Nondiscrimination: No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in STATE contracted programs or activities on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or State of Alabama Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the STATE or in the employment practices of the STATE's Bidders. Accordingly, all Bidders entering into contracts with the STATE shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

V.5. Knowledge Transfer: CONTRACTOR agrees to require their personnel to make a good faith effort to convey knowledge and provide on-the-job training, to appropriate employees prior to the termination of the CRO. CONTRACTOR agrees to require their personnel to make a good faith effort to train appropriate employees in the use and maintenance of any software developed during the course of the CRO. ISD agrees to make a good faith effort to identify the appropriate ISD employees and to provide such employees in a timely manner with necessary prerequisite training and with adequate on-the-job training time

V.6. Documentation: CONTRACTOR agrees to require their personnel to develop and provide documentation sufficient to provide ISD with a history of the related activities and audit trail of the project managed as required in the course of the CRO. ISD agrees to schedule reasonable work hours for CONTRACTOR personnel to develop and provide documentation sufficient to document the activities of CONTRACTOR personnel during the course of the CRO.

V.7. Limitations of Charges - Quality of Work: CONTRACTOR agrees to perform the work specified in the CRO/SOW in accordance with industry standards and agrees that ISD has final acceptance of work products. ISD will indicate the accomplishment of work by signing the time sheets for the work period.

V.8. Confidentiality of STATE Materials or Information: All materials or information (e.g., verbal, written or electronic) furnished by relating to STATE business functions or processes shall be considered “proprietary and confidential” by the CONTRACTOR personnel and its designees. Materials include, but are not limited to, memoranda, organization charts, official correspondence, e-mail, telephone correspondence, internet/intranet activity, studies, plans, reports, surveys, analyses, and/or projections (except such information and materials as may already be public knowledge or established to be in the public domain). CONTRACTOR personnel and its designees shall not disclose any of such materials or information without written approval. Breach of confidentiality may result in disciplinary action and/or criminal prosecution pursuant to the rules and regulations of the State of Alabama ISD Security policy and procedures manual (up to and including termination) and as governed by the laws of the State of Alabama (up to and including fines and/or imprisonment).

V.9. Disposition of materials upon termination or expiration of CRO-Contract: Upon termination or expiration of the CRO, all software, documentation, secure access control cards, building keys, or materials belonging to the CONTRACTOR, ISD, or STATE shall be returned to the respective owner thereof and no copies shall be retained by the non-owning party.

V.9.1. Contractor Software or Documentation: Software or documentation developed by the contractor prior to this CRO or developed by the contractor outside of this CRO and used by the contractor to fulfill its obligation under this CRO will remain the exclusive property of the contractor. ISD, the STATE and its employees will treat as “Confidential” all software or documentation referred to in this paragraph (except such information as may be established to be in the public domain) and shall not disclose to third parties any of such contractor products without the contractor’s prior written approval.

V.9.2. Software and Documentation Deliverables: Software or documentation developed for the STATE by contractor personnel while performing services for the STATE on an hourly rate basis pursuant to this CRO shall be the exclusive property of the STATE provided that such software is not derived from software previously developed by the contractor.

V.10. Special Actions to be taken for Termination of Contractor Personnel: Upon ISD notifying the CONTRACTOR of the need to terminate one or more of their employees for any valid reason, the CONTRACTOR will send a manager to the ISD or STATE site and they will obtain all items as noted above that are the property of ISD or the STATE. The manager will secure these items including all files, software and intellectual property belonging to the STATE that may be in the CONTRACTOR's work area or resident on the CONTRACTOR's computer, email or disks and ensure that the property is returned to ISD. The manager will then retrieve their CONTRACTOR's personal belongings and escort the terminated employee(s) from the premises with instructions not to return to the site under penalty of trespass.

V.11. Personnel Rotation and Status Conversion:

V.11.1. Personnel Rotation: CONTRACTOR agrees not to replace any CONTRACTOR personnel obtained under any CRO during the performance of any CRO without first obtaining prior written consent from ISD.

V.11.2. Requested Removal of Contractor Personnel: ISD may direct the immediate removal of an individual by the CONTRACTOR with (continuation of work order) or without (termination of work order) replacement. Such action shall be taken only when in the opinion of ISD such individual's performance is unacceptable, conduct is disruptive, or is otherwise in the best interest of ISD or the STATE. The CONTRACTOR shall remove such individual immediately and in an effective manner upon notification of such directed removal by ISD.

V.12. Restriction of Non-compete Agreements: The CONTRACTOR agrees to enter into an appropriate agreement with the individuals set forth in a CRO to allow those individuals to enter into discussions with ISD representatives, and to accept employment with ISD or any other agency of the STATE, without the risk of suit by the CONTRACTOR under the terms of any covenant not to compete that the CONTRACTOR may hold.

V.13. Restriction of Recruiting ISD or other STATE Personnel: During the term of this CONTRACT, the CONTRACTOR shall not solicit to hire, either directly or indirectly, any ISD or other STATE personnel. For a period of twelve (12) months after the termination of this CONTRACT, the CONTRACTOR shall not solicit to hire, either directly or indirectly, any ISD or other STATE personnel the CONTRACTOR may have come in contact with as a result of this CONTRACT without the prior written consent of ISD.

V.14. Termination of Contract Release Order: Any CRO may be terminated by either party by written notice in the event the other party fails to perform its obligations as stated in this ITB and the duly issued respective CRO. No notice of termination shall be given unless the party in default has been given prior written notice of its default and has failed to cure said default within thirty (30) days of notice, except in the case of an overdue invoice. Upon notification, ISD shall pay such overdue invoice within thirty (30) days, or the CONTRACTOR shall have the right to terminate the CRO forthwith and to recover for all services and products performed and delivered prior to the date of termination.

V.15. Contractor Personnel Benefits: The CONTRACTOR acknowledges that CONTRACTOR Personnel are not entitled to any benefit, compensation, or allowance provided for merit system employees of the STATE.

V.16. Inspection: All work under a CRO shall be subject to inspection by ISD at any reasonable time and place. Any inspection by ISD shall be performed in such a manner so as not to unduly delay the work.

V.17. Other Contracts: It is agreed that the CRO is subject to review to comply with the requirements of any applicable federal or STATE law or regulation.

SECTION VI

Special Terms and Conditions

VI.1. Location and Work Space: All CONTRACTOR staff retained pursuant to the CONTRACT will be assigned to ISD and will be based in Alabama at sites designated by ISD. The specific requirements of each project will be defined by the CRO. Security vulnerability projects routinely require daily face to face interaction between project members. ISD will normally provide the CONTRACTOR staff with a work space, access to telephones, office supplies, and connections to the relevant State LAN/WAN and/or mainframe environment. There may be occasions where it is more advantageous or specific projects may require the CONTRACTOR to provide support for the CONTRACTOR staff. In that case, the terms and conditions of this support will be governed by the CRO.

VI.2. Work Hours, Absences and Restrictions: Although Normal State working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, ISD does not anticipate that Security Services personnel will be required to work a normal 40 hour week. The high skill levels stated in this ITB may only require that the Security Services personnel work occasionally for a few hours at a time. Although every outsourced IT position is subject to an overtime requirement (including but not limited to longer work days, weekends, and holidays) ISD is not obligated to provide supervision outside of normal ISD working hours. ISD will determine the structure of the workday and the number of hours to be worked per week. ISD reserves the right to modify the work hours in the best interest of the project. Required overtime will be determined and pre-approved by ISD and will be compensated at the normal rate established in the CRO between ISD and the CONTRACTOR. The CONTRACTOR staff shall observe the same standard holidays as ISD employees: New Year's Day, Martin Luther King Jr./Robert E. Lee Day, Presidents' Day, Confederate Memorial Day, National Memorial Day, Jefferson Davis' Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, (generally two (2) days); and Christmas; approximately thirteen (13) total days. ISD does not compensate CONTRACTOR for holiday pay.

VI.2.1. Absences: ISD intends to integrate the CONTRACTOR staff into the STATE workforce under his control in order to accomplish the requirements of each specific project as required. Therefore, CONTRACTOR personnel must acquire permission from ISD for all absences. ISD has the authority to deny any request for leave that may impact the scheduled completion of a specific project.

VI.2.2. Work-Place Restrictions: All state facilities are non-smoking buildings. Each building has area(s) designated for smoking and this is generally a loading dock, parking garage, etc. CONTRACTOR personnel will be paid for time at their place of work and will not be compensated for smoke breaks, regardless of duration. CONTRACTOR personnel will make arrangements for accounting for this time with their respective manager.

VI.3. Training: If CONTRACTOR staff personnel are assigned to an ISD project or support area and the technology associated with their assignment changes, the CONTRACTOR is responsible for training of their staff personnel in the new or changed technology. This responsibility includes all fees associated with the actual training course, travel expenses, and

also the hours the individual spends in training. The maximum liability to the CONTRACTOR firm for training hours for any individual will be two weeks per year.

VI.4. ISD and STATE Rules: CONTRACTOR personnel assigned to ISD are bound by the STATE rules for computer and Internet usage and will be required to sign Alabama Computer Access Security, Privacy, and Code of Conduct agreements, as required of ISD employees (See Attachment B). Some positions may have additional requirements such as criminal background checks, and drug screenings as is the case of the CRO's of Information Services Division. Any such special requirement will be defined by the in the statement of Work (SOW). CONTRACTOR will be responsible for any costs associated with ensuring their personnel meet all requirements prior to assignment to ISD.

VI.5. Right to Refuse Contractor Personnel:

VI.5.1. Work History with ISD: ISD reserves the right to refuse, at its sole discretion, any candidates provided by the CONTRACTOR that has an unfavorable work history with the STATE. Reasons could include, but are not limited to, unprofessional departure from prior position(s), requested removal due to low performance or disruptive behavior, discovered unsatisfactory deliverables after departure of person, or potential of candidate to cause disruption or delay to project progress.

VI.5.2. Other Work History or Personnel Issues: ISD reserves the right to refuse, at its sole discretion, any candidates provided by the CONTRACTOR whose history indicates a problem with violence, unethical or unlawful behavior, professional instability, inability to work in a professional manner, or any other behavior or personality trait that would cause disruption or delay to project progress.

VI.6. ITB Line Items - Statement of Work (SOW):

VI.6.1. Statement of Work Requirements: The requirements for each line item will be defined in the Statement of Work (SOW) documents. All Security Services line items are listed in Section IV with the corresponding general SOW in Section VII. Requirements include all special, general and educational expertise expected of the CONTRACTOR personnel. CONTRACTOR must provide individuals that meet or exceed the stated minimums for EVERY requirement listed on the SOW.

VI.6.2. Multiple Positions per SOW: Each Statement of Work represents one job classification but may be used to fill multiple positions. The requirements defined on a SOW apply to all positions being filled through that SOW.

VI.6.3. Travel Requirements: The CRO may indicate the requirement for travel as a condition of the position. Bidders and Candidates should be aware of this requirement and only bids conforming to willingness to travel should be submitted for that CRO. CONTRACTOR is responsible for any and all travel expenses incurred by CONTRACTOR personnel in performance of the duties specified in the Statement of Work. ISD anticipates that travel expenses shall be no more than five percent (5%) of the total cost of any CRO issued as a result

of this ITB. Bidders must consider this requirement in their calculations when computing their personnel costs and include these travel expenses in their hourly \$ bid rate bid in their bid pricing sheets. ISD will not otherwise reimburse CONTRACTOR for any additional travel expenses. Where travel of CONTRACTOR personnel is specified in the CRO, all necessary and reasonable travel by CONTRACTOR personnel directly relating to any Security Services project will be approved in advance of such travel by ISD. Travel to the work site and back to home station by CONTRACTOR personnel is not reimbursable by STATE.

VI.7. ISD Contract:

VI.7.1. Contract Release Order (CRO) Project Price: The CRO will fix the duration of the assignment and the maximum amount of money to be paid in compensation (the “CRO Project Price”) for the services requested on a particular CRO. This amount cannot be exceeded without a mutually agreed upon amendment. Any such amendment to the CRO (purchase order) must be done thru State Purchasing by way of an official purchase order change. Such an amendment, if deemed necessary by State Purchasing, would increase the maximum potential compensation due the CONTRACTOR for the work in question, and extend the CRO project end date if necessary.

VI.7.2. Time Sheets: Time sheets shall be filled out by CONTRACTOR Personnel, approved by the manager overseeing the project, and signed by to indicate ISD’s acceptance of all work performed during the time sheet period.

VI.8. Invoicing and Payments for Services: The services shall be provided and invoiced at the respective hourly rate and hours worked, up to the CRO Project Price stated in the CRO. Half-hour increment is acceptable. For all services, fees, expense amounts, and reimbursements allowed through the CRO the CONTRACTOR shall prepare and submit BI-MONTHLY (or as requested by) invoices to ISD. Said invoices shall be accompanied by time sheets and such supporting documents as ISD reasonably may require. ISD will pay to the CONTRACTOR the invoice amounts on “due upon receipt basis.” Said payments shall be subject to adjustment for amounts found to have been improperly invoiced. For each CRO, ISD will track the expenditures against the CRO Project Price, and not pay CONTRACTOR invoices that exceed this dollar cap. It is ISD's sole option to either amend the CRO Project Price to accommodate completion of any work in-progress, or to allow that CRO to expire. ISD shall not be liable to pay the CONTRACTOR for any hours worked in excess of the most current approved CRO Project Price.

VI.9. Work Visas and Two-Week Notices: ISD expects CONTRACTORs to select Security Services personnel to be ready to begin work on the Project Begin Date stated in the CRO. Historically, activities such as securing work visas and turning in two-week notices have delayed start dates. CONTRACTORs must take these sorts of delays into account when reviewing their complement of Security Services personnel that have those attributes that will enable them to begin work on the stated Project Begin Date. Availability of candidates will be one of the primary factors of selection by ISD.

VI.10. Performance Evaluations: CONTRACTOR's performance in meeting the objectives stated in this ITB will be evaluated at regular intervals commensurate with the completion of stated deliverables. In addition, each individual assigned to under a CRO/SOW will, at ISD's discretion, be evaluated on a regular basis. The first evaluation, at ISD's option, will occur at the end of the fifth working day. If performance at that time is deemed to be unacceptable, ISD will notify the CONTRACTOR of the problems and request that the individual be terminated. ISD will not pay for the hours worked due to failure to perform. ISD will notify the CONTRACTOR as to why the performance was unacceptable in writing (a fax or e-mail, with voice confirmation, will suffice). In this event, ISD will not be liable to the CONTRACTOR for any costs or damages--including, but not limited to, hourly Payment Rate payments, travel expenses, relocation fees, etc.--related to that individual's assignment at ISD. ISD will provide such notification, or email, to the CONTRACTOR no later than the end of the fifth day of the individual's assignment.

VI.10.1. A second evaluation, at ISD's option, will occur at the end of one calendar month. If there are sufficient performance problems identified at this time ISD will notify the CONTRACTOR per paragraph III.10. of the problems and request that the individual be terminated. ISD will make the determination if any acceptable work was performed and pay only for the hours that acceptable work was performed. ISD shall make the determination if the work was acceptable.

VI.10.2. Subsequent evaluations, at ISD's option, may occur every six months.

VI.11. Termination of Contract Personnel: The termination of an individual will not necessarily result in the termination of the CONTRACTOR that supplied the individual to the CRO/SOW. ISD's decision will depend upon the circumstances such as whether or not the terminated individual was the only individual on the CONTRACT in question.

VI.12. Replacement Personnel: In the event an individual has been terminated or has voluntarily withdrawn from an assignment, ISD has several options:

VI.12.1. ISD can request the CONTRACTOR replace the individual with an individual of equal or greater qualifications. The pay rate shall remain the same. The first 80 hours of work performed by the new CONTRACTOR replacement will be billed at one-half the awarded hourly rate to allow the replacement employee to get up-to-speed on what the previous Security Services personnel had or had not accomplished per ISD's requirements.

VI.12.2. If the CONTRACTOR is unable to find an acceptable replacement, ISD can void the award to the current CONTRACTOR and award to next lowest Bidder, or issue a new Invitation to Bid.

VI.12.3. Replacement of personnel will be at the sole discretion of ISD; ISD is not obligated to replace terminated or withdrawn individuals.

VI.13. Additional Policies and Procedures: ISD will, as required, promulgate additional policies and procedures, manual or electronic, to govern the work environment, work conditions and position duties, throughout the life of the CONTRACT resulting from this ITB. ISD also reserves the right to amend existing policies and procedures at any time if such is deemed to be in the best interest of the project or respective task in question.

VI.14. Payment Policies and Procedures: Bidder must include in its response a statement that it understands that the timing of the payment cycle for the State of Alabama, Department of Finance (ISD) to the awarded vendor may not be in harmony with the vendor's payroll policy and that ISD expects the vendor to compensate its' employees engaged on this contract in a timely manner according to a regular and standard payroll cycle such as weekly; Bi-weekly; or monthly.

- a. Bidder **must** provide its current payroll policy with respect to the frequency of payroll payments to its employees and contract personnel.

SECTION VII

General Statements of Work and Other Requirements

VII.1. Security Services General Requirements: The Security Services personnel will report to ISD to provide Security Services personnel for all aspects of information security for the STATE. The goal is to employ the unique technical compatibility and operational continuity afforded by multiple vendors to provide a wide range of Security Services ranging from basic security policy development up to and including a multi-faceted automated enterprise management capability within the STATE infrastructure that supports all enterprise managed information systems. This ITB includes the following operational specifications that will improve the ability of the STATE to secure the IT infrastructure:

VII.1.2 At a minimum, Security Services provided under this multi-vendor ITB will meet the following operational specifications:

VII.1.2.1. Risk Assessment using NIST SP-800, ISO, and COBIT series of standards:

The purpose of this risk assessment is to evaluate the adequacy of the security of the system(s) being evaluated. The state periodically performs these assessments of state-owned systems to provide a structured qualitative assessment of the operational environment. It addresses sensitivity, threats, vulnerabilities, risks and safeguards. The assessments provide guidance and recommendations on cost-effective safeguards to mitigate threats and associated exploitable vulnerabilities, provide a baseline for measuring risk across the enterprise, prioritizing security spend and implementing security controls. The assessment must address management controls, operational controls and technical controls, and should be conducted using the guidelines in the NIST SP 800-30, ISO 27002:2005 or COBIT as requested by the state.

VII.1.2.2. Security Policy development: Policy development will address all essential security topics including: Data Privacy, Identity Theft, Firewalls, Encryption, Electronic Mail, Telecommuting, Telephone systems, Employee surveillance, Electronic commerce, Desktop Security, Electronic records, Digital signatures, Viruses and Malware, Contingency planning, Logging controls, Internet, Intranets, Instant Messaging, Risk Assessments, Governance

VII.1.2.3. Security Standards development: ISD develops security standards to minimize diversity, risk and implementation cost throughout the enterprise while simultaneously reducing the number of IT security attacks. Standards guides provide general outlines as well as specific techniques for implementing statewide IT security controls.

VII.1.2.4. Enterprise remote-access VPN architecture, product selection, deployment and management: The State delivers secure, available remote-access to its employees, contractors and business partners cost efficiently through its remote-access VPN infrastructures and services. Consultants to the state must possess broad-spectrum architecture design skills, heterogeneous product familiarity and experience implementing centralized management platforms for these solutions.

VII.1.2.5. Enterprise bulk-encryption architecture, product selection, deployment and management: The State has implemented and continues to deploy bulk-encryption of network traffic across the enterprise to protect citizen and taxpayer data and other personally identifiable information. Consultants to the state must possess broad-spectrum architecture design skills, heterogeneous product familiarity and experience implementing centralized management platforms for these solutions.

VII.1.2.6. Health Insurance Portability and Accountability Act (HIPAA) and/or Health Information Technology for Economic and Clinical Health (HITECH) technical compliance: ISD provides the network infrastructure and much of the computing infrastructure for agencies that directly or indirectly process HIPAA/HITECH-subjected information. As a result, consultants to the state must have deep knowledge of the technical compliance issues surrounding the Act, as well as demonstrated ability to guide the development of enterprise policy, process and standards that facilitate HIPAA/HITECH compliance.

VII.1.2.7. Ongoing general IT security consulting as new industry trends evolve: ISD recognizes that security trends are constantly evolving. The bidder must demonstrate a history of being on the leading edge of developments in the IT security industry and can bring the State forward as a best-of-class enterprise.

VII.1.2.8. Penetration testing: The State uses Penetration tests to supplement vulnerability scans in determining vulnerability to motivated, skilled personnel. Consultants to the state will be asked to use approved, qualified personnel to conduct real-world attacks against our systems so as to identify and correct security weaknesses before they are discovered and exploited by others. Consultants to the state must possess verifiable penetration testing capabilities.

VII.1.2.9. Vulnerability assessment: The purpose of the vulnerability assessment is to perform an in-depth, repeatable inspection for security weaknesses for network devices, servers and workstations assist systems managers in the opportunistic and optimized allocation of security resources where they can minimize the enterprise attack surface at the lowest possible cost. Vulnerability assessments are meant to complement, not replace, risk assessments and penetration tests. With each scan, changes to the inventory and vulnerability baselines are tracked and reported upon to provide systems operators with a situational picture of vulnerability and risk. Vendor should use the best mix of commercial off the shelf (COTS) tools, proprietary methods, best practices and open source tools to provide the best value tradeoff of coverage, accuracy and cost. Vendor should have past performance spanning at least 5 years and ability to demonstrate a mature, robust, adaptable methodology.

VII.1.2.10. Disaster recovery planning and implementation: As threats become more intelligent and the state becomes increasingly dependent upon its computing and network infrastructure, disaster recovery has evolved into a critical service across the enterprise. Consultants to the state must have proven experience at the large-enterprise level in the delivery of standards-based solutions & services consumable across the enterprise cost effectively.

VII.1.2.11. Project management: ISD embraces strong project management in all of its activities to ensure projects are completed on time and within budget, and to identify and control project risk over time. As a result, the bidder must demonstrate a solid project management philosophy, with documented methodology and past performance delivering against its methodology to achieve project success.

VII.1.2.12. Business Continuity Planning (BCP), Continuity of Government (CoG) and Continuity of Operations (COOP) services: ISD and constituent agencies are moving quickly to finalize its business continuity strategy. Bidder must provide evidence of successful State enterprise BCP projects. Bidder must acknowledge in their bid response that personnel assigned to continuity of government task orders possess “Certified Business Continuity Planner (CBCP)” certification.

VII.1.2.13. Enterprise Firewall architecture, product selection, deployment and management: The State maximizes its security posture while minimizing operational and capital expense costs through the implementation of a standard, enterprise firewall architecture, right-sized best of class products. Consultants to the state must possess broad-spectrum architecture design skills, heterogeneous product familiarity and experience implementing centralized management platforms for these products.

VII.1.2.14. Enterprise Intrusion Detection System architecture, product selection, deployment and management to include host-based and network-based components: The State maximizes its security posture while minimizing operational and capital expense costs through the implementation of a standard, enterprise intrusion detection & prevention architecture and right-sized best of class products. Consultants to the state must possess broad-spectrum architecture design skills, heterogeneous product familiarity and experience implementing centralized management platforms for these products.

VII.1.2.15. Telephony security design and audit: The State knows that service availability goes beyond device level availability to include the complete infrastructure including the processes that support and sustain the environment. While the vendor under this ITB will not be responsible for design, implementation or management of Statewide VoIP infrastructure, it will be required to supplement the operational environment through security design and audit services and should be able to demonstrate those capabilities.

VII.1.2.16. Wireless architecture, product selection, deployment and management: Consultants to the state must possess broad-spectrum architecture design skills, heterogeneous product familiarity and experience implementing centralized management platforms for wireless solutions.

VII.1.2.17. Storage Area Network security

Consultants to the state must possess broad-spectrum architecture design skills, heterogeneous product familiarity and experience implementing centralized management platforms for Storage Area Network security solutions.

VII.1.2.18. Business Process Analysis: The state is constantly seeking improvements in cost, quality, flexibility and speed in the delivery of services to its stakeholders. Consultants to the state must have demonstrable abilities improving efficiency, resource management & allocation, eliminating non-value-adding activities and re-design.

VII.1.2.19. Computer Emergency Response Team (CERT) design, deployment and support: The state recognizes the trend toward increases in the number of computer security incidents being reported and the number and type of organizations being affected by computer security incidents. ISD must stay ahead of evolving laws and regulations that impact how the state must protect information assets. Consultants to the State must be able to support our CERT efforts.

VII.1.2.20. Extranet design and policy development: The State is dependent upon its extranets to support connectivity to business partners and constituent agencies. Consultants to the state must be familiar with the design, development, implementation, and operation an extranet that is secure, scalable and resilient.

VII.1.2.21. Web application security assessment: In recent years, attack trends have moved from system and network level attacks to web application attacks, now comprising 75% of all attacks. Consultants to the state must possess broad-spectrum architecture design skills, heterogeneous product familiarity and experience implementing centralized management platforms for web application security solutions.

VII.1.2.22. Network architecture assessment: Periodically, ISD performs Network Architecture Assessments on its infrastructure to ensure we are delivering the most secure, scalable, resilient and cost-effective solution to the enterprise. Consultants to the state must have experience in performing assessments of: Key design assumptions, Technology Inventory, Security Administration Procedures, Network Topology, Network Access Controls, Host Access Controls, Authentication/Access Requirements, Administrative and Maintenance Channels, Business Resumption and Contingency Preparedness, Technical and application architecture in place for providing customer services through web and associated channels, Reliance on third-party systems and products, Functional data flow (including security-control points).

VII.1.2.23. Network Monitoring: Consultants must have demonstrated experience in providing professional network management services such as network monitoring and administration to ensure that ISD networks are operating at peak efficiency.

VII.1.2.24. Digital forensic support: ISD recognizes that even with a robust security implementation, incidents do occur. Consultants to the state must possess digital forensics capabilities and be able to deploy trained, certified personnel in the event of an incident. The vendor and its consultants must have demonstrated abilities in: Computer forensic acquisitions, Collecting and Preserving Evidence, Maintaining a Chain of Custody, Recovery of Lost and Hidden Data, Digital data and computer forensic analysis, Expert Witness Testimony, Jury Comprehensible Reports and Presentations of all Forensic Analysis, Computer Forensics and Electronic Discovery, Utilizing Court Validated Computer Forensic Tools, Preparing Discovery Requests and Secure facilities.

VII.2. General Security Services Personnel Levels & Qualifications: The CRO's of Information Services Division may have additional requirements such as criminal background checks, and drug screenings as is the case. Technical knowledge required for these positions will vary depending on the security project. The qualifications shown are the minimum acceptable, individual SOW may place higher and/or more specific requirements:

1. Program Manager – ISD-10-001

Masters Degree (preferred) or Bachelors Degree from an accredited college or university in Engineering, Science or related field. Must have a minimum of twenty (20) years experience in Information Technology. Requires a minimum of ten (10) years of demonstrated experience providing program management support for Security Services, including program development from inception to implementation by maintaining program schedules and ensuring that deliverables are completed in timely manner. Requires a minimum of five (5) years employment with the Bidders' company performing Security Services. Requires hands-on experience and demonstrated ability to provide guidance and supervision of complex IT projects, with proven expertise in the management of tasks and control of resources and program funding. Requires a detailed understanding of NIST Special Publication 800-series documents and STATE information security policies, standards, plans, and procedures

2. Project Manager I – ISD-10-002

Masters Degree (preferred) or a Bachelors Degree from an accredited college or university in Engineering, Science or related field. Must have a minimum of five (5) year of specialized experience in the delivery of project management services for complex IT projects. This must include a minimum of at least three (3) years experience as a manager/project manager performing responsible work in IT Security Services managing all aspects of a project and providing guidance and direction for specific tasks or subtasks. Requires a detailed understanding of NIST Special Publication 800-series documents and STATE information security policies, standards, plans, and procedures. Must have a strong understanding of the STATE IT infrastructure. Requires Project Management Institute (PMI) Certified Project Management Professional (PMP).

3. Project Manager II – ISD-10-003

Masters Degree (preferred) or a Bachelors Degree from an accredited college or university in Engineering, Science or related field. Must have a minimum of ten (10) year of specialized experience in the delivery of project management services for complex IT projects. This must include a minimum of at least five (5) years experience as a manager/project manager performing responsible work in IT Security Services directing the completion of tasks within estimated time frames and budget constraints. Requires a minimum of two (2) years employment with the Bidders' company performing Security Services. Requires a detailed understanding of NIST Special Publication 800-series documents and STATE information security policies, standards, plans, and procedures. Must have a strong understanding of the STATE IT infrastructure. Requires Project Management Institute (PMI) Certified Project Management Professional (PMP).

4. IT Security Technician – ISD-10-004

Must have specialized experience in the delivery of one or more of the Security Services outlined in SECTION VII - General Statements of Work and Other Requirements. Must have a good understanding of technical and social issues affecting security across a wide variety of ISD platforms. Requires an understanding of client/server architecture and application development. Must possess good communications and writing skills with proficiency in personal computer operations and common office applications. Experience in customer service, help desk, or call center operations.

5. IT Security Specialist – ISD-10-005

Must have specialized experience in the delivery of one or more of the Security Services outlined in SECTION VII - General Statements of Work and Other Requirements. Must have a good understanding of the technical and social issues affecting security across a wide variety of ISD platforms such as: application security, networks, UNIX, Windows, and firewalls. Requires knowledge of firewalls, PKI, IPSec, TCP/IP, UNIX, NT, intrusion detection, and DoD security architecture. Requires an understanding of client/server architecture and application development. Must possess good communications and writing skills with proficiency in personal computer operations and common office applications. Experience in customer service, help desk, or call center operations. Must possess good customer service skills in order to assist agency personnel in resolving their security services issues.

6. IT Consultant I – ISD-10-006

Bachelors Degree from an accredited college or university in Engineering, Science or related field. Must have a minimum of one (1) year of specialized experience in the delivery of one or more of the Security Services outlined in SECTION VII - General Statements of Work and Other Requirements. Must have an in-depth understanding of technical and social issues affecting security across a wide variety of ISD platforms including application security, networks, UNIX, Windows, and firewalls. Requires specialized knowledge of firewalls, PKI, IPSec, TCP/IP, UNIX, NT, intrusion detection, and DoD security architecture. Must demonstrate knowledge of monitoring and surveillance techniques in order to measure the security functions and identify violations. Requires a detailed understanding of client/server architecture and application development. Two (2) years of additional specialized experience may be substituted for the degree requirement.

7. IT Consultant II – ISD-10-007

Bachelors Degree from an accredited college or university in Engineering, Science or related field. Must have a minimum of three (3) years of specialized experience in the delivery of one or more of the Security Services outlined in SECTION VII - General Statements of Work and Other Requirements. Must have an in-depth understanding of technical and social issues affecting security across a wide variety of ISD platforms including application security, networks, UNIX, Windows, and firewalls. Requires specialized knowledge of firewalls, PKI, IPSec, TCP/IP, UNIX, NT, intrusion detection, and DoD security architecture. Must demonstrate knowledge of monitoring and surveillance techniques in order to measure the security functions and identify violations. Requires a detailed understanding of client/server architecture and application development. Two (2) years of additional specialized experience may be substituted for the degree requirement.

8. IT Consultant III – ISD-10-008

Bachelors Degree from an accredited college or university in Engineering, Science or related field. Must have a minimum of three (3) years of specialized experience in the delivery of one or more of the Security Services outlined in SECTION VII - General Statements of Work and Other Requirements. Requires a minimum of two (2) years employment with the Bidders' company performing Security Services. Must have an in-depth understanding of technical and social issues affecting security across a wide variety of ISD platforms including application security, networks, UNIX, Windows, and firewalls. Requires specialized knowledge of firewalls, PKI, IPSec, TCP/IP, UNIX, NT, intrusion detection, and DoD security architecture. Must demonstrate knowledge of monitoring and surveillance techniques in order to measure the security functions and identify violations. Requires a detailed understanding of client/server architecture and application development. Four (4) years of additional specialized experience may be substituted for the degree requirement.

9. IT Consultant IV – ISD-10-009

Bachelors Degree from an accredited college or university in Engineering, Science or related field. Must have a minimum of six (6) years of specialized experience in the delivery of one or more of the Security Services outlined in SECTION VII - General Statements of Work and Other Requirements. Requires a minimum of three (3) years employment with the Bidders' company performing Security Services. Must have an in-depth understanding of technical and social issues affecting security across a wide variety of ISD platforms including application security, networks, UNIX, Windows, and firewalls. Requires specialized knowledge of firewalls, PKI, IPSec, TCP/IP, UNIX, NT, intrusion detection, and DoD security architecture. Must demonstrate knowledge of monitoring and surveillance techniques in order to measure the security functions and identify violations. Requires a detailed understanding of client/server architecture and application development. Four (4) years of additional specialized experience may be substituted for the degree requirement.

10. Lead IT Consultant I – ISD-10-010

Bachelors Degree from an accredited college or university in Engineering, Science or related field. Must have a minimum of ten (10) years of specialized experience in the delivery of one or more of the Security Services outlined in SECTION VII - General Statements of Work and Other Requirements. Requires a minimum of two (2) years employment with the Bidders' company performing Security Services. Must have an in-depth understanding of technical and social issues affecting security across a wide variety of ISD platforms including application security, networks, UNIX, Windows, and firewalls. Requires specialized knowledge of firewalls, PKI, IPSec, TCP/IP, UNIX, NT, intrusion detection, and DoD security architecture. Requires subject matter expertise and hands-on experience in one or more security discipline; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Must demonstrate knowledge of monitoring and surveillance techniques in order to measure the security functions and identify violations. Requires a detailed understanding of client/server architecture and application development. Five (5) years of additional specialized experience may be substituted for the degree requirement.

11. Lead IT Consultant II – ISD-10-011

Bachelors Degree from an accredited college or university in Engineering, Science or related field. Must have a minimum of fifteen (15) years of specialized experience in the delivery of one or more of the Security Services outlined in SECTION VII - General Statements of Work and Other Requirements. Requires a minimum of three (3) years employment with the Bidders' company performing Security Services. Must have an in-depth understanding of technical and social issues affecting security across a wide variety of ISD platforms including application security, networks, UNIX, Windows, and firewalls. Requires specialized knowledge of firewalls, PKI, IPSec, TCP/IP, UNIX, NT, intrusion detection, and DoD security architecture. Requires subject matter expertise and hands-on experience in one or more security

discipline; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Must demonstrate knowledge of monitoring and surveillance techniques in order to measure the security functions and identify violations. Requires a detailed understanding of client/server architecture and application development. Requires documented experience analyzing and defining security requirements for local and wide area networks, designing, developing, engineering, and implementing solutions that meet network security requirements. Experience must demonstrate proficiency in integrating and implementing network security products and solutions; managing firewall and router configurations; performing vulnerability/risk analysis of computer systems, applications, and networks; as well as performing investigation of network attacks such as viruses, denial of service, spoofing, and other security violations. Certified Business Continuity Planner (CBCP) required. Five (5) years of additional specialized experience may be substituted for the degree requirement.

12. Lead IT Consultant III – ISD-10-012

Bachelors Degree from an accredited college or university in Engineering, Science or related field. Must have a minimum of twenty (20) years of specialized experience in the delivery of one or more of the Security Services outlined in SECTION VII - General Statements of Work and Other Requirements. Requires a minimum of four (4) years employment with the Bidders' company performing Security Services. Must have an in-depth understanding of technical and social issues affecting security across a wide variety of ISD platforms including application security, networks, UNIX, Windows, and firewalls. Requires specialized knowledge of firewalls, PKI, IPSec, TCP/IP, UNIX, NT, intrusion detection, and DoD security architecture. Requires subject matter expertise and hands-on experience in one or more security discipline; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Must demonstrate knowledge of monitoring and surveillance techniques in order to measure the security functions and identify violations. Requires a detailed understanding of client/server architecture and application development. Requires documented experience analyzing and defining security requirements for local and wide area networks, designing, developing, engineering, and implementing solutions that meet network security requirements. Experience must demonstrate proficiency in integrating and implementing network security products and solutions; managing firewall and router configurations; performing vulnerability/risk analysis of computer systems, applications, and networks; as well as performing investigation of network attacks such as viruses, denial of service, spoofing, and other security violations. Certified Ethical Hacker or Certified Penetration Tester certification required. NIMS 100/200/700 Certified, or Certified in Homeland Security Level III required. Five (5) years of additional specialized experience may be substituted for the degree requirement.

13. Lead IT Consultant IV – ISD-10-013

Masters Degree from an accredited college or university in Engineering, Science or related field. Must have a minimum of twelve (12) years of specialized experience in the delivery of one or more of the Security Services outlined in SECTION VII - General Statements of Work and Other Requirements. Requires a minimum of five (5) years employment with the Bidders' company performing Security Services. Must have an in-depth understanding of technical and social issues affecting security across a wide variety of ISD platforms including application security, networks, UNIX, Windows, and firewalls. Requires specialized knowledge of firewalls, PKI, IPSec, TCP/IP, UNIX, NT, intrusion detection, and DoD security architecture. Requires subject matter expertise and hands-on experience in one or more security discipline; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Must demonstrate knowledge of monitoring and surveillance techniques in order to measure the security functions and identify violations. Requires a detailed understanding of client/server architecture and application development. Requires documented experience analyzing and defining security requirements for local and wide area networks, designing, developing, engineering, and implementing solutions that meet network security requirements. Experience must demonstrate proficiency in integrating and implementing network security products and solutions; managing firewall and router configurations; performing vulnerability/risk analysis of computer systems, applications, and networks; as well as performing investigation of network attacks such as viruses, denial of service, spoofing, and other security violations. Certified Ethical Hacker or Certified Penetration Tester certification required. NIMS 100/200/700 Certified, or Certified in Homeland Security Level III required. Certified Information Systems Security Professional (CISSP) required. A Bachelors degree plus Five (5) years of additional specialized experience may be substituted for the degree requirement.

14. Technical Writer – ISD-10-0014

Bachelors Degree from an accredited college or university in Engineering, Science or related field. Must have a minimum of five (5) years of specialized experience in the delivery of technical writing services. Must demonstrate knowledge of preparing technical documents in clear and concise language such as procedure manuals, service manuals, operations specifications, bulletins, and related technical publications concerned with the installation, operation, and maintenance of electronic, electrical, mechanical, and other equipment. Must present documented experience in acquiring or verifying knowledge of subject by interviewing workers engaged in developing new products and services or in making improvements by observing methods of production, referring to blueprints, schematics, engineering drawings, trade and engineering journals, manuals, or similar publications. Four (4) years of additional specialized experience may be substituted for the degree requirement.

ATTACHMENT - A

Candidate Data Sheet GUIDE

ISD Information Technology Professional Services

Privacy – all information provided in the Candidate Data Sheet (CDS) will be used for candidate evaluation and selection for the specific Statement of Work to which the candidate is responding **only**. The information will not be disclosed for any other purpose.

SOW # - the number corresponding to the Statement of Work to which the candidate is responding. This will be in the form: ABC-yr-nnnn. ABC is a three character representation of the hiring agency. Yr is a 2-digit representation of the fiscal year under which the work is expected to begin. Nnn is a unique number assigned by the hiring agency.

Job Classification# - the number of the Job Classification that corresponds to the SOW to which the candidate is responding

Title—the title of the Job Classification that corresponds to the SOW to which the candidate is responding

Contract Rate(s)—the amount per hour to be charged to ISD for this candidate if hired, for each fiscal year (October 1 – September 30) in which work will be performed under the specified work order. If the work order ends prior to a fiscal year, mark N/A.

Candidate's status—if the candidate is an official employee of the firm (i.e., receives fringe benefits and a W-2 tax form), mark “Employee.” If the candidate is an independent contractor of the firm (i.e., receives no fringe benefits and submits a 1099 tax form), mark “Self-Employed (1099)”

Subcontracting Vendor Name (if applicable)—the name of the subcontractor for which the candidate works. If the candidate works directly for the primary vendor, mark N/A

Governmental Reporting Section—this information is requested for the purpose of vendor diversity score carding.

EDUCATION Section

- Please mark the highest level of education completed. If the candidate is currently enrolled in a degree program, that degree does not constitute a “level completed.”
- Placing the most recently attended institution first, list all secondary and post-secondary educational institutions attended. Do not include transcripts.

PROFESSIONAL LICENSE/CERTIFICATE Section - List any professional licenses or certifications in the fields associated with the SOW. You may attach additional forms as required.

SPECIALIZED QUALIFICATIONS SECTION

- **SOW Specialized Skill Requirement**—list each Specialized Skill Requirement listed on the corresponding Statement of Work. Include only those specialized skill requirements listed on the SOW to which the candidate is responding.

- **Total Yrs. Exp.**—list the total number of full time equivalent years the candidate has experience with the corresponding Specialized Skill
- **Most Recent Yr (YY)**—list the most recent year in which the candidate has used the corresponding Specialized Skill
- **Related Work Exp. Entry(s)**—list the corresponding Work Experience number where the candidate gained this experience. For example, if the candidate gained this experience from a position listed in slots 1 and 2 in the **WORK EXPERIENCE** section, then the candidate would enter 1,2 in the space provided

WORK EXPERIENCE Section

- **Salary/Hourly Rate**—this information is optional
- **Describe your duties and responsibilities as they relate to the Statement of Work**—Describe only those job responsibilities that apply directly to the corresponding Statement of Work. Job duties listed that are outside the scope of the SOW **will not** be considered

REFERENCES Section

- Include only professional references. **Do not list personal references**
- **List only three references**

APPLICANT and CONTRACTING FIRM CERTIFICATION Section

Read this section carefully. By submitting the Candidate Data Sheet, the candidate AND the firm bidding agree to the terms and conditions outlined in this section

STATE OF ALABAMA
ISD INFORMATION TECHNOLOGY PROFESSIONAL SERVICES
CANDIDATE DATA SHEET

*This form must be used to respond to a State of Alabama Statement of Work.
 Résumés submitted in other formats may be rejected without qualification review.*

SOW # _____ Job Classification: # _____ Title _____

Prime Vendor _____ Contract Hourly Rate: \$ _____ .00

Candidate's status ☐ Employee ☐ Self Employed (1099) Subcontracting Vendor Name (if applicable) ☐ N/A or _____

Full Name Last _____ First _____ MI _____

Address _____ City _____ State _____ Zip Code _____

Daytime Phone (____) ____-____ Evening Phone (____) ____-____ Email Address _____

☐ U.S. Citizen ☐ Non-U.S. Citizen Visa Status _____

I have been involuntarily terminated, discharged, forced or asked to resign from any job. If yes, expand the space below and provide an explanation. Note any mitigating or extenuating circumstances. ☐ Yes ☐ No

I have been convicted of a misdemeanor or felony crime. If yes, expand the space below and provide an explanation. Note any mitigating or extenuating circumstances. ☐ Yes ☐ No

The following information is requested for governmental reporting:

Date of Birth - ____/____/____
 (Day) (Month) (Year)

Gender (check one) ☐ Male ☐ Female

Race ☐ White, Non-Hispanic ☐ Asian
 Check all that apply) ☐ Black ☐ Pacific Islander
☐ Hispanic ☐ Other
☐ Native American or Alaskan Native

_____ **ISD APPROVAL**

EDUCATION

| <i>Mark highest completed.</i> | Some HS <input type="checkbox"/> | HS/GED <input type="checkbox"/> | Associate <input type="checkbox"/> | Bachelor <input type="checkbox"/> | Master <input type="checkbox"/> | Doctoral <input type="checkbox"/> |
|---|-------------------------------------|------------------------------------|------------------------------------|-----------------------------------|---------------------------------|-----------------------------------|
| <i>List most recent first, all secondary and post-secondary education (high school, GED, colleges, and universities) attended. Do not include copies of transcripts unless requested.</i> | | | | | | |
| School Name | Address | Major | Degree Earned (Y/N) | Year Received | Total Credits Earned | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

PROFESSIONAL LICENSE OR CERTIFICATE

| License/Certificate Name | Issued By | License/Certificate No. | Issue Date mm/dd/yyyy | Expiration Date |
|--------------------------|-----------|-------------------------|-----------------------|-----------------|
| | | | / / | / / |
| | | | / / | / / |

SPECIALIZED QUALIFICATIONS

| | | | | | |
|---|------------------|--|---------------------|------------------------------|--|
| For each specialized skill or knowledge requirement specific to the SOW, give the total number of years of experience and the Work Experience entry number(s)—(1, 2, etc.) providing the required skill or knowledge. Do not list any skill not specified in the SOW to which you are responding. | | | | | |
| SOW Specialized Skill Requirement | | | | | |
| | Total Years Exp. | | Most Recent Yr (YY) | Related Work Exp. Entry(ies) | |
| | Total Years Exp. | | Most Recent Yr (YY) | Related Work Exp. Entry(ies) | |
| | Total Years Exp. | | Most Recent Yr (YY) | Related Work Exp. Entry(ies) | |
| | Total Years Exp. | | Most Recent Yr (YY) | Related Work Exp. Entry(ies) | |
| | Total Years Exp. | | Most Recent Yr (YY) | Related Work Exp. Entry(ies) | |
| | Total Years Exp. | | Most Recent Yr (YY) | Related Work Exp. Entry(ies) | |
| | Total Years Exp. | | Most Recent Yr (YY) | Related Work Exp. Entry(ies) | |
| | Total Years Exp. | | Most Recent Yr (YY) | Related Work Exp. Entry(ies) | |
| | Total Years Exp. | | Most Recent Yr (YY) | Related Work Exp. Entry(ies) | |

WORK EXPERIENCE

To add work experience, place the insertion point directly below the last row and click the “Add Work Experience” button on the toolbar to the top right. Your Word “Security Setting” must be set to “Medium” in order to add additional information.

| | | | | |
|--|-----------------|--------------------|-------------------------------------|--|
| Describe your work experience related specifically to the Statement of Work to which you are responding. Do not attach job descriptions. Please list most recent job first | | | | |
| Work Experience 1 | | | | |
| <i>Job Title</i> | | | | |
| FROM (mm/yy) / | TO (mm/yy) / | Reason for Leaving | Salary/Hourly Rate \$ (optional) | Hours per Wk |
| Company Name | | Supervisor's Name | | Supervisor's Phone No. () - Ext. |
| Company Address Address Line 1 Address Line 2 | | | Supervisor's Email Address | |
| Describe your duties and responsibilities as they relate to the Statement of Work. | | | | |

| | | | | |
|---|-----------------|--------------------|-------------------------------------|--|
| Work Experience 2 | | | | |
| <i>Job Title</i> | | | | |
| FROM (mm/yy) / | TO (mm/yy) / | Reason for Leaving | Salary/Hourly Rate \$ (optional) | Hours per week |
| Company Name | | Supervisor's Name | | Supervisor's Phone No. () - Ext. |
| Company Address Address Line 1 Address Line 2 | | | Supervisor's Email Address | |

Describe your duties and responsibilities as they relate to the Statement of Work.

References (list 3)

| | | |
|---------|---------------------|---------------|
| 1) Name | Title | Organization |
| Address | Phone () - Ext. | Email Address |
| 2) Name | Title | Organization |
| Address | Phone () - Ext. | Email Address |
| 3) Name | Title | Organization |
| Address | Phone () - Ext. | Email Address |

APPLICANT and BIDDING FIRM CERTIFICATION

By submitting this data sheet to the State of Alabama, the applicant AND contractor firm **certify** that, to the best of their knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. The candidate further authorizes the release of all relevant prior employment, military service, academic/school, and criminal records. False or fraudulent information on or attached to this application may be grounds for not hiring a candidate or firing a candidate once work has begun and may be punishable by fine or imprisonment. Any information provided to the State of Alabama may be investigated.

Candidate(signature)_____ Contractor Firm(signature)_____

Name _____ Contractor Firm Name _____

ATTACHMENT – B

Alabama Computer Access Security, Privacy, and Code of Conduct agreements

1. 9.17 ALABAMA COMPUTER ACCESS SECURITY, PRIVACY, AND CODE OF CONDUCT

Completion of the Computer Access Security Agreement and Code of Ethics Forms, immediately following this page, will be mandatory for each vendor candidate completing work for the state under the contract resulting from this ITB. Submission of a proposal in response to this ITB indicates agreement with these terms.

**ALABAMA COMPUTER CRIME ACT AWARENESS
VERIFICATION FORM**

I, _____ have read, or had read to me the Alabama Computer Crime Act and hereby acknowledge that I understand my rights and responsibilities regarding intellectual property, that is computer software, hardware, and computer information. I agree to conduct myself accordingly in adhering to the Alabama Computer Crime Act, departmental policy and relevant law.

Signed _____ Date _____

Witnessed by _____ Date _____

CONFIDENTIALITY AND COMPLIANCE COMMITMENT

I understand that:

There may be State, local, federal, department, , board, commission, Division or other applicable confidentiality requirements in regard to data, algorithms, policies, procedures or other issues that I may be privileged to as a result of my association with the Information Services Division.

The permissions, profiles, privileges, accesses and other entrustments granted to me as a result of my association with the Information Services Division are to accomplish my assigned responsibilities and authority.

I may be required to execute additional confidentiality and compliance agreements unique to other State or related entities if assigned responsibilities associated with the information services support of such entities.

Accordingly, I **agree** to:

Ascertain applicable confidentiality requirements before revealing any material.

Comply with applicable confidentiality requirements.

I acknowledge these understandings and agreements by my signature below.

Signature: _____ Date: _____

Witness: _____ Date: _____